

## SIMPLE MAIL MERGE

### Set up the following letter/data as a mail merge.

**Data file:** set up new entries. Save As **Book order Data**. Print data file from MS Access.

**Main document:** Allow a 6 cm top margin. Use a letter layout and insert today's date. Save As **Book order Main**. Print the main document with merge fields showing. Pay special attention to the paragraph formatting features of the document – Use single spacing, Opt before/after spacing

**Merge the letters** and **print one** letter only. Do not save.

---

*(Insert today's date as a field code)*

¶

¶

*Address Block*

*or*

*Title, First Name, Last Name*

*Company Name*

*Address 1*

*Address 2*

*City*

¶

¶

Dear *(Title Last Name)*

¶

The books that you are interested in obtaining, as inspection copies, have now arrived.

¶

At your request I am enclosing the following titles:

*Book 1*

*Book 2*

*Book 3*

*Book 3*

¶

We wish you to notify us within **30 days** if these books are what you require and we will arrange for the appropriate number of copies to be made available through the bookstore in your city.

¶

¶

Yours sincerely

BOOKS FOR LIFE

¶

¶

¶

¶

¶

G Hopkins (Ms)

Manager

¶

GH/*your initials*

---

(See over the page for data entries)

## SIMPLE MAIL MERGE

### Data Entries

<b><i>Title</i></b>	Mr	Ms	Mr
<b><i>First name</i></b>	Bob	J	Thomas
<b><i>Last name</i></b>	Williams	Cromer	Smith
<b><i>Address 1</i></b>	21 Main South Road	45 Thomson Street	105 Bedford Parade
<b><i>City</i></b>	Auckland	Wellington	Wellington
<b><i>Book 1</i></b>	Yates Garden Guide	Using Publisher	A Woman of Cairo
<b><i>Book 2</i></b>	The New Zealand Kitchen	Word 2007 Made Easy	The Other Side of Paradise
<b><i>Book 3</i></b>	The Cook's Garden	Excel Made Easy	Farewell to France
<b><i>Book 4</i></b>	Grow your Own fruit and vegetables	Endnote	Tanamera